



Policy: 4050
Procedure: 4050.14
Chapter: Secure Facilities
Rule: Tool Accountability

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Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall ensure the accountability and safe use of all tools and restricted products including their appropriate storage, inventory, and supervision at each secure facility.

Index:

General Requirements for Tools

Tool Security and Storage

Tool Rooms/Inventories

Class A Tools

Class B Tools

Shadow Boards

Juvenile Use of Tools/Restrictions

After Hours Use of Tools

Private Contractors or Private Maintenance/Technical Personnel

Lost/Missing Tools

Documentation

Medical Tool/Instrument Storage

Food Service Tools

Arts and Crafts Tool Control

Rules:

1. **General Requirements for Tools:**
 - a. **SUPERINTENDENTS, SECURITY CAPTAINS, PHYSICAL PLANT SUPERVISORS, AND PROGRAM ADMINISTRATORS** shall ensure:
 - i. Tools are stored in a secure area, inaccessible to juveniles, and consistent with fire and safety codes;
 - ii. Accountability of tools is maintained at all times;
 - iii. Only minimal amounts of tools are kept on hand; and
 - iv. Tools are classified by category.
2. **Tool Security and Storage:**
 - a. **AGENCY EMPLOYEES** shall:
 - i. Store all tools on a shadow board in such a manner that their presence or absence can be readily determined; and
 - ii. Store tools that cannot be adapted to a shadow board in locked tool boxes or secured areas.
3. **Tool Rooms/Inventories:**
 - a. The **SECURITY CAPTAINS** and **ASSIGNED AREA SUPERVISORS** shall ensure:
 - i. Employees check-out and return all tools using Form 4050.14A Tool Check-Out;
 - ii. Employees maintain completed check out forms for a minimum of 30 days;
 - iii. Employees conduct a daily tool inventory and record the results in the area daily log;
 - iv. Assigned employees inventory tool boxes at the beginning of each day;

Procedure 4050.14 - Tool Accountability

Page 2 of 6

- v. Assigned employees and security personnel conduct a joint inventory of all tool boxes at the end of the day;
 - vi. Assigned employees and security personnel conduct a joint inventory of tool rooms every Friday to include class A and B tools;
 - vii. Inventory sheets are posted in each tool storage area;
 - viii. The area supervisor is present when juveniles are allowed to assist in checking out tools to other juveniles;
 - ix. Tools are permanently engraved/stamped and/or color-coded to identify area of assignment prior to placing them on Form 4050.14B Master Tool Inventory;
 - x. Tools that cannot be engraved/stamped or color-coded without damage or violating health code standards are stored in a readily inventoried and secured area;
 - xi. Only the **SECURITY CAPTAIN/DESIGNEE** mark tools; and
 - xii. Employees complete Form 4050.14C Tool Disposition when tools are added and/or deleted from inventories.
- b. **SUPERINTENDENT, SECURITY CAPTAIN, AND PHYSICAL PLANT SUPERVISOR** shall:
- i. Establish a common tool room/storage area for surplus tools; and
 - ii. Ensure all facility administrators transfer surplus tools to the common tool room/storage area.
- c. **SECURITY CAPTAINS** shall:
- i. Maintain a current Master Inventory of all tools assigned to each unit;
 - ii. Reconcile the Master Inventory on a monthly basis; and
 - iii. Ensure employees document daily inventories in the assigned area log book.
4. **Class A Tools:**
- a. **SUPERINTENDENTS, SECURITY CAPTAINS, PHYSICAL PLANT SUPERVISORS, AND PROGRAM ADMINISTRATORS** shall:
- i. Designate tools which present an inherent safety or security risk such as files, knives, saw blades, and ladders/scaffolding over six feet tall as Class A;
 - ii. Ensure employees supervise juveniles using Class A tools;
 - iii. Ensure Class A tools have hanging devices and specific outlines on a shadow board;
 - iv. Ensure Class A tools are stored in a secured tool room or storage area when not in use; and
 - v. Ensure employees maintain hand-held Class A tools in inventoried tool boxes/ pouches or clearly marked shadow boards in secure tool rooms.
5. **Class B Tools:**
- a. **SUPERINTENDENTS, SECURITY CAPTAINS, PHYSICAL PLANT SUPERVISORS, AND PROGRAM ADMINISTRATORS** shall:
- i. Designate tools which present a lower level of risk such as rakes, hoes, and shovels, and ladders/scaffolding under six feet tall as Class B; and
 - ii. Ensure employees inventory and maintain Class B tools in a secure area when not in use.
6. **Shadow Boards:**
- a. **SUPERINTENDENTS, SECURITY CAPTAINS, PHYSICAL PLANT SUPERVISORS AND PROGRAM ADMINISTRATORS** shall ensure:
- i. Shadow board silhouettes closely mirror the outline of each tool to ensure quick inspection of the shadow board;
 - ii. Only one tool is hung over each shadow outline;
 - iii. Shadow boards are immediately updated when tools are added or deleted;
 - iv. Tools out for repair are replaced by a tool chit engraved with the tool number or type of tool; and
 - v. All shadow boards accessible to juveniles are secured behind an expanded metal locked screen or secure cabinet.

7. **Juvenile Use of Tools/Restrictions:**

a. **AGENCY EMPLOYEES** shall:

- i. Issue or supervise the issuing of tools to other agency personnel or juveniles at the direction of the Security Captain;
- ii. Obtain written approval from the Superintendent or designee prior to assigning juveniles to an area where Class A tools are stored and/or used; and
- iii. Directly supervise juveniles using ladders/scaffolding inside the perimeter unless the ladder/scaffolding is secured to a stationery object with at least one lock or by another method as determined by the Captain of Security and Physical Plant Supervisor.

b. **ASSIGNED AREA SUPERVISORS** shall ensure:

- i. Employees account for all tools prior to releasing juveniles after each work period; and
- ii. Only agency personnel are permitted to check out portable explosive and air-driven tools.

8. **After Hours Use of Tools:**

- a. The **SECURITY OFFICER IN CHARGE (OIC)** shall have access to tool control areas after regular business hours for the purpose of responding to emergencies requiring the use of tools;
- b. **AGENCY PERSONNEL** entering tool control areas after regular business hours shall check tools in and out using Form 4050.14A Tool Check-Out.

9. **Private Contractors or Private Maintenance/Technical Personnel:**

- a. **SECURITY EMPLOYEES** shall inspect and inventory tools, tool containers, and related equipment of contract maintenance/technical personnel prior to entering and exiting secure facilities;
- b. **ASSIGNED EMPLOYEES** shall supervise or escort vehicles that enter the perimeter of a secure facility in accordance with Procedure 4050.11 Motor Vehicle Access to Secure Facilities;
- c. **AGENCY PERSONNEL** shall ensure private contractors:
 - i. Confine work to authorized areas;
 - ii. Comply with security and safety precautions; and
 - iii. Obtain permission from the Secure Facility Superintendent prior to storing any tools at the secure facility.

10. **Lost/Missing Tools:**

a. **ANY INDIVIDUAL** who discovers that a tool is lost or missing shall:

- i. Immediately report the loss to the Security Officer in Charge (OIC); and
- ii. Complete an Incident Report which includes:
 - (1) Identification of the tool(s) lost or missing;
 - (2) Circumstances surrounding the disappearance;
 - (3) All measures taken to investigate and search for the tool(s).

b. The **OIC** shall ensure:

- i. All involved personnel complete Incident Reports and the appropriate Tool Disposition forms prior to the end of shift; and
- ii. Affected area administrators are notified of the lost/missing tool(s).

11. **Documentation:**

a. The **SECURITY CAPTAIN** shall maintain the following documents:

- i. All Tool Disposition Forms and supporting documentation as needed; and
- ii. Monthly Master Inventory Reconciliation Form 4050.14D.

12. **Medical Tool/Instrument Storage:**

a. **HEALTH SERVICES EMPLOYEES** shall:

Procedure 4050.14 - Tool Accountability

Page 4 of 6

- i. Use appropriate security measures for controlling access to tools and instruments at all times; and
 - ii. Maintain medical equipment, hand-held instruments, needles, syringes, and disposable sets in a secure area consistent with professional medical practice in accordance with the applicable Health Services Technical Manual.
- b. The **CORRECTIONAL REGISTERED NURSE SUPERVISOR (CRNS)** shall maintain a Master Tool inventory for all non-disposable medical instruments, devices, and hand-held tools used in providing medical services;
- c. The **CORRECTIONAL DENTIST** shall maintain a Master Tool Inventory for all non-disposable dental instruments, devices, and hand-held tools used in providing dental services;
- d. **ASSIGNED PERSONNEL FROM EACH MEDICAL DISCIPLINE** shall maintain a Master Tool Inventory for their area of responsibility. The **ASSIGNED PERSONNEL** shall:
 - i. Engrave any tool identified on the Master Tool Inventory where practicable;
 - ii. Use the manufacturer's serial number to identify dental hand pieces and other items which cannot be engraved;
 - iii. Count any set of multiple tools/instruments as one item on the Master Tool Inventory and attach an individual items inventory to the outside of the container;
 - iv. Remove any tool out for repair from the Master Tool Inventory; and
 - v. Ensure employees log out tools or sets when in use and return tools or sets to the secure tool area when no longer in use.
- e. **EACH MEDICAL DISCIPLINE** shall provide a copy of the Master Tool Inventory to the Health Services Administrator and Ranking Facility Security Supervisor on the 15th business day of each month or more frequently as determined by the Health Services Administrator;
- f. **HEALTH SERVICES PERSONNEL** shall store needles, syringes, laboratory needles, and instrument sets (disposable and non-disposable) in a manner that allows for a morning and evening shift count in all Health Services Units;
- g. **THE CORRECTIONAL REGISTERED NURSE SUPERVISOR** shall:
 - i. Ensure a minimum of two employees conduct inventories on morning and evening shifts; and
 - ii. Ensure employees complete the following documentation monthly or more often as required:
 - (1) Tool Disposition Forms and supporting documentation;
 - (2) The Monthly Master Inventory Reconciliation; and
 - (3) Monthly Master Tool Inventory.
- h. The **HEALTH SERVICES ADMINISTRATOR** shall:
 - i. Designate medical and dental clinics as separate units for the purposes of tool inventory:
 - (1) **NURSING EMPLOYEES** shall count tools in the medical clinic areas;
 - (2) **DENTAL EMPLOYEES** shall count tools in the dental area; and
 - (3) **PHARMACY EMPLOYEES** shall count tools in the pharmacy;
- i. **HEALTH SERVICES EMPLOYEES** shall store any reserve stock of syringes, needles, and disposable or non-disposable instruments sets in a secure locked location in the medical unit.
- j. **HEALTH SERVICES PERSONNEL** shall note additions, issue of equipment, and depletions of stock on Form 4058.14C Tool Disposition;
- k. The **CORRECTIONAL REGISTERED NURSE SUPERVISOR** shall ensure employees:
 - i. Store tools and instruments in sterile, sealed packets with dates clearly written on the packet; and
 - ii. Inspect sealed packets daily and note the results on the appropriate inventory sheet;
- l. The **CORRECTIONAL REGISTERED NURSE SUPERVISOR** shall ensure only the appropriate number of needles, syringes, laboratory needles, and disposable/non-disposable instrument sets needed for proper unit operation are stored in secure facility health units;

- m. **HEALTH SERVICES EMPLOYEES** shall remove needles, syringes, and other disposable instruments from the Health Unit Form 4050.14B Master Tool Inventory following use;
- n. **HEALTH SERVICES EMPLOYEES** shall:
 - i. Secure used disposable syringes, needles, and instruments that are ready to be destroyed as infectious in containers approved by Occupational Safety and Health Administration (OSHA).
- o. The **CORRECTIONAL REGISTERED NURSE SUPERVISOR** shall:
 - i. Ensure disposal containers are mounted in all treatment rooms;
 - ii. Ensure health service employees use portable disposal containers when outside of the medical unit as needed; and
 - iii. Ensure employees secure portable disposal containers in a locked cabinet out of the view of the juveniles when not in use.

13. **Food Service Tools:**

- a. **FOOD SERVICE EMPLOYEES AND CONTRACTORS** shall store knives and cutting implements in either:
 - i. Cabinets with a shadow board and locking device located in the food service area; or
 - ii. Locked tool boxes maintained in the Security Control room.
- b. **FOOD SERVICE EMPLOYEES AND CONTRACTORS** shall check out/in knives and cutting implements on a Tool Check-Out form;
- c. The **FOOD SERVICE SUPERVISOR** shall maintain Tool Check-Out forms for a minimum of 30 days;
- d. **THE FOOD SERVICE SUPERVISOR** shall maintain a master inventory of all tools used with the Food Service area;
- e. The **FOOD SERVICE SUPERVISOR** shall forward monthly the following documentation to the Security Captain:
 - i. All Tool Disposition Forms and supporting documentation as needed; and
 - ii. The Monthly Master Inventory Reconciliation.
- f. **FOOD SERVICE EMPLOYEES** may permit juveniles to use knives/serving tools in the kitchen and preparation areas under direct supervision;
- g. The **FOOD SERVICE SUPERVISOR** shall:
 - i. Equip all knives and cutting tools with cables attached to the handle;
 - ii. Ensure employees and contractors secure knives and cutting implements to preparation tables while in use;
 - iii. Equip all serving/dispensing tools used in the dining room with cables attached to the handle;
 - iv. Ensure employees and contractors secure serving/dispensing tools to serving tables while in use; and
 - v. Ensure employees and contractors do not allow knives and cutting implements into dining rooms.
- h. **FOOD SERVICE EMPLOYEES AND CONTRACTORS** shall:
 - i. Inventory all food service tools issued at the beginning/conclusion of each meal served; and
 - ii. Record all inventories in the log book located in the food service area.

14. **Arts and Crafts Tool Control:**

- a. The **DESIGNATED EMPLOYEE** shall:
 - i. Complete an inventory of all arts and crafts tools and enter the results in the area Log;
 - ii. Check out all tools on a Tool Check-Out form;
 - iii. Maintain Tool Check-Out forms for a minimum of 30 days;
 - iv. Restrict tools to only those items necessary for the fabrication of a specific hobby item; and
 - v. Inspect all electric tools to ensure safety code compliance.

Procedure 4050.14 - Tool Accountability

Page 6 of 6

- b. The **SUPERINTENDENT, IN CONJUNCTION WITH THE ASSISTANT DIRECTOR, SAFE SCHOOLS** shall:
 - i. Specify the type and amount of hobby craft tools; and
 - ii. Ensure employees engrave or stamp all tools prior to being placed on the inventories.
- c. **AGENCY EMPLOYEES** shall:
 - i. Confiscate as contraband any tools which do not appear on the tool inventory;
 - ii. Not allow juveniles to possess tools in their living areas; and
 - iii. Store tools in designated craft areas.
- d. **DESIGNATED EMPLOYEES** shall:
 - i. Secure Class A tools in inventoried tool boxes or pouches or on shadow boards in a secure tool room/crib; and
 - ii. Directly supervise juveniles utilizing crafts tools.

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10/28/05	Jim Hillyard		